

**City of Manchester, New Hampshire
Board of Fire Commissioners**

Minutes of the Regular Monthly Meeting

Date: Tuesday, February 10, 2009

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Gregg Timbas, Robert Haley, Paul Harrington, William Whitmore and Commissioner Triantafillou. The meeting was called to order at 8:30 am.

Also Present: Chief Burkush, Deputy Goonan, Deputy Campasano District Chief O'Reilly, Jody Rivard and Linda Miccio.

A moment of silence was observed.

Minutes of the Previous Meeting:

Minutes were accepted by motion Harrington/Haley

Correspondence:

Receive and file by a motion Haley/Harrington

Reports:

Reports accepted by a motion Harrington/Triantafillou

Division Reports:

Chief Burkush reported on the following:

- Budget FY 2009 surplus of \$150,000.00 reported.
- Budget FY 2010 presented to the Mayor.
- Projected revenues are down.
- Mayor must present budget at the end of March.
- Currently the department studying medical responses.

Deputy Campasano reported on the following:

See attached report.

Deputy Chief Goonan reported on the following:

- Arbitration involving Worker Compensation was held on 2-9-09.
- Grievances slated for arbitration-Yarger-Decker pay scale, pay rate, payment for on duty training.
- Roof at Station 8 is leaking and contractor will address issue in spring.
- Roof at Station 5 is leaking due to ice damming.
- Bathroom at Station 10 has been repaired.
- Worker Compensation is proving time consuming for administrative staff.
- Worker Compensation – medical will increase by \$1,000,000.00 FY 2010.
- Tracking a decrease in sick leave usage.

District Chief Ed O'Reilly reported on the following:

- Chief O'Reilly recognized a correction for the previous month's minutes. Staff meetings are held once per month and not weekly as reported.
- Several of the Commissioners received phone calls complaining about the State Amory not meeting code. Chief Burkush reported that this is not something new that just occurred overnight. The issue of no fire protection and no sprinklers has been an issue for some time. The Fire Prevention Bureau has worked with State on the issue for several years.

See attached report.

Communications Report

See attached.

Old Business:

Commissioner Harrington praised the MFD for the incident at Sylvania last month

New Business:

The annual retirement party will be held on May 14, 2009 at the Alpine Club.

Commission will need to select a chairman in May 2009 when Commissioner Timbas' commission has expires.

Executive Session: Not necessary

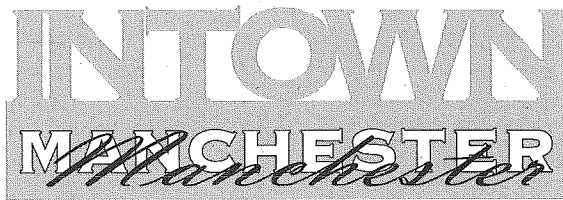
Adjournment: 9:06 am on a motion Triantafillou/Harrington

Next meeting scheduled for April 14, 2009 due to the Corned Beef and Cabbage Dinner which will be held on March 19, 2009.

Transcribed by Linda Miccio

Respectfully submitted,

Robert Haley, Clerk



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DEC 1 1 2008

MANCHESTER FIRE DEPT

Captain Kris Soderberg
Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101

RE: Annual Christmas Parade – City of Manchester

Captain Soderberg,

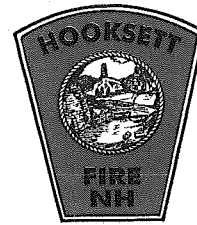
On behalf of the City of Manchester, I would like to thank you and the entire Fire Dept. for all of your help this past Saturday for the annual Christmas Parade on Elm Street in downtown Manchester. You have been so helpful and the Fire Department always does such a great job with the parade. I spoke with Santa this morning and he was very happy with his 'ride'. Please relay this message to everyone involved on parade day. Thank you so much for all of your efforts and assistance.

My very best,

Samantha Appleton
Director of Marketing & Public Relations
Intown Manchester
889 Elm Street
Manchester, NH 03101
sappleton@intownmanchester.com

HOOKSETT FIRE RESCUE

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org



January 22, 2009

To: Area Mutual Aid Fire Departments

Dear Chiefs,

Hooksett Fire-Rescue would like to send our sincere appreciation for your assistance at the recent structural fires in Hooksett. Since December 2, 2008 Hooksett has had 6 working fires, most caused from heating appliances.

Gone are the days when communities can provide all of the required resources when multiple alarm incidents occur.

We are grateful for your assistance during the past month.

Again, thank you!

A handwritten signature in dark ink, appearing to read "Michael Williams".

Michael Williams
Chief of Department

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JAN 26 2009

MANCHESTER FIRE DEPT

MFD

Manchester Incident Report by type

Alarm Date Between {01/01/2009} And {01/31/2009}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	11	0.72%	\$0	0.00%
	11	0.72%	\$0	0.00%
1 Fire				
100 Fire, Other	1	0.06%	\$0	0.00%
111 Building fire	11	0.72%	\$252,500	90.92%
113 Cooking fire, confined to container	6	0.39%	\$0	0.00%
114 Chimney or flue fire, confined to chimney	1	0.06%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	3	0.19%	\$0	0.00%
131 Passenger vehicle fire	4	0.26%	\$17,700	6.37%
138 Off-road vehicle or heavy equipment fire	1	0.06%	\$0	0.00%
151 Outside rubbish, trash or waste fire	3	0.19%	\$0	0.00%
	30	1.96%	\$270,200	97.29%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat	1	0.06%	\$0	0.00%
251 Excessive heat, scorch burns with no	2	0.13%	\$0	0.00%
	3	0.19%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	64	4.19%	\$0	0.00%
311 Medical assist, assist EMS crew	59	3.87%	\$0	0.00%
321 EMS call, excluding vehicle accident with	857	56.23%	\$0	0.00%
322 Motor vehicle accident with injuries	59	3.87%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.13%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	65	4.26%	\$2,500	0.90%
331 Lock-in (if lock out , use 511)	1	0.06%	\$0	0.00%
341 Search for person on land	1	0.06%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	0.13%	\$0	0.00%
360 Water & ice-related rescue, other	1	0.06%	\$0	0.00%
	1,111	72.90%	\$2,500	0.90%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	7	0.45%	\$0	0.00%
410 Combustible/flammable gas/liquid condition,	2	0.13%	\$0	0.00%
411 Gasoline or other flammable liquid spill	1	0.06%	\$0	0.00%
412 Gas leak (natural gas or LPG)	7	0.45%	\$0	0.00%
421 Chemical hazard (no spill or leak)	1	0.06%	\$0	0.00%
424 Carbon monoxide incident	2	0.13%	\$0	0.00%

MFD

Manchester Incident Report by type

Alarm Date Between {01/01/2009} And {01/31/2009}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
4 Hazardous Condition (No Fire)				
440 Electrical wiring/equipment problem, Other	7	0.45%	\$0	0.00%
442 Overheated motor	5	0.32%	\$0	0.00%
444 Power line down	1	0.06%	\$0	0.00%
445 Arcing, shorted electrical equipment	3	0.19%	\$0	0.00%
	36	2.36%	\$0	0.00%
5 Service Call				
500 Service Call, other	28	1.83%	\$0	0.00%
511 Lock-out	1	0.06%	\$0	0.00%
520 Water problem, Other	25	1.64%	\$0	0.00%
521 Water evacuation	6	0.39%	\$5,000	1.80%
522 Water or steam leak	15	0.98%	\$0	0.00%
531 Smoke or odor removal	1	0.06%	\$0	0.00%
542 Animal rescue	2	0.13%	\$0	0.00%
550 Public service assistance, Other	2	0.13%	\$0	0.00%
553 Public service	5	0.32%	\$0	0.00%
554 Assist invalid	1	0.06%	\$0	0.00%
561 Unauthorized burning	1	0.06%	\$0	0.00%
571 Cover assignment, standby, moveup	5	0.32%	\$0	0.00%
	92	6.03%	\$5,000	1.80%
6 Good Intent Call				
600 Good intent call, Other	45	2.95%	\$0	0.00%
611 Dispatched & cancelled en route	12	0.78%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	0.13%	\$0	0.00%
641 Vicinity alarm (incident in other location)	1	0.06%	\$0	0.00%
650 Steam, Other gas mistaken for smoke, Other	3	0.19%	\$0	0.00%
651 Smoke scare, odor of smoke	10	0.65%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	10	0.65%	\$0	0.00%
671 HazMat release investigation w/no HazMat	7	0.45%	\$0	0.00%
	90	5.90%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	3	0.19%	\$0	0.00%
710 Malicious, mischievous false call, Other	4	0.26%	\$0	0.00%
711 Municipal alarm system, malicious false	3	0.19%	\$0	0.00%
712 Direct tie to FD, malicious false alarm	3	0.19%	\$0	0.00%
713 Telephone, malicious false alarm	1	0.06%	\$0	0.00%
714 Central station, malicious false alarm	1	0.06%	\$0	0.00%
715 Local alarm system, malicious false alarm	2	0.13%	\$0	0.00%

MFD

Manchester Incident Report by type

Alarm Date Between {01/01/2009} And {01/31/2009}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
730 System malfunction, Other	31	2.03%	\$0	0.00%
731 Sprinkler activation due to malfunction	8	0.52%	\$0	0.00%
733 Smoke detector activation due to	19	1.24%	\$0	0.00%
735 Alarm system sounded due to malfunction	9	0.59%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.06%	\$0	0.00%
740 Unintentional transmission of alarm, Other	7	0.45%	\$0	0.00%
741 Sprinkler activation, no fire -	5	0.32%	\$0	0.00%
743 Smoke detector activation, no fire -	30	1.96%	\$0	0.00%
744 Detector activation, no fire -	7	0.45%	\$0	0.00%
745 Alarm system activation, no fire -	14	0.91%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	0.13%	\$0	0.00%
	<u>150</u>	<u>9.84%</u>	<u>\$0</u>	<u>0.00%</u>
9 Special Incident Type				
900 Special type of incident, Other	1	0.06%	\$0	0.00%
	<u>1</u>	<u>0.06%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 1524

Total Est Loss:

\$277,700

FEBRUARY 10, 2009

TRAINING DIVISION REPORT

DEPARTMENT PROVIDED TRAINING

The following training is being provided to department personnel:

- The Training Division, in cooperation with the Nashua Fire Department, will be offering the NH Fire Inspector I program starting in March. This program is unique in that it will be taught both in Nashua and Manchester simultaneously, via video-conferencing equipment.
- The Training Division is completing preparations with the U.S. Department of Transportation Federal Railroad Administration (FRA) in order to deliver a half-day railroad safety program. This program will be held in the spring and will culminate with a hands-on demonstration of locomotive operations in the rail yard. According to the FRA, rail traffic through Manchester will increase in both frequency and speed as continued emphasis is put on mass transportation of goods and people.

EMPLOYEE SELF-DEVELOPMENT

The following programs are being utilized by Department members for employee development:

- Leadership II: Strategies for Personal Success – NHFA – Hudson, NH – Feb. 17, 2009
- Leadership III: Strategies for Supervisory Success – NHFA – Hudson, NH – March 24, 2009
- Fire and Emergency Services Instructor I – NHFA – Woodstock, NH – April 29, 2009

EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION

The Training Division has finalized the 2009 EMT refresher training program. This program will be delivered in a monthly module format over the course of the next eleven months. This program will incorporate a continuing education component, as well. At the program's conclusion in December, all department members will have received their mandatory 24 hour refresher training program, in addition to, 24 hours of continuing education. The format of this year's program has been designed to minimize overtime expense to the department and maximize available training time for other department education.

IN-HOUSE COMPANY TRAINING PROGRAM

Companies continue to formally document their company level in-house training for the month of **January**. Training hours for each company were as follows:

- Engine 1 00.00 hours
- Station 2 24.50 hours

- Station 3 27.75 hours
- Station 4 40.00 hours
- Station 5 21.25 hours
- Station 6 27.50 hours
- Station 7 35.00 hours
- Station 8 31.00 hours
- Station 9 27.25 hours
- Station 10 24.50 hours
- Engine 11 20.50 hours
- Truck 1 20.25 hours
- Rescue 1 14.00 hours

The average training hours per company for the month of January were **26.12** hours

The average training hours per company for the month of December were **23.86** hours.

SAFETY COMMITTEE

A meeting of the Safety Committee meeting was held at Headquarters on February 2.

The Training Division, in conjunction with the Fire Prevention Bureau and The Manchester Health Department, completed safety and health inspections of all MFD facilities. A copy of the completed inspection report, which was forwarded to Public Building Services, is attached to this report.

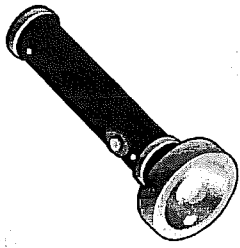
The Training Division will be starting a helmet inspection program this month. This program is designed to ensure the integrity of helmets and will incorporate a new helmet shield identification system. This system will simplify an incident commander or company officer's ability to identify a firefighter or officer by their helmet shield. Many of our older issued helmets are at the end of their useful service life and are in need of repair.

HOMELAND SECURITY

ASSISTANCE TO FIREFIGHTER GRANTS

The department is still awaiting news regarding its grant application to FEMA's Assistance to Firefighter program. The grant request was for 115 SCBA units (\$986,125.00). Homeland Security has been awarding these grants on a revolving "round" basis. This will continue through the middle of this year.

Work continues on the purchase and installation of a back-up radio console. Equipment is being installed by the contractor, Wright Communications. This project will allow the department to provide a truly redundant transmitter and radio console, in the event of a primary system failure. The project is being funded by a grant of \$89,874.00.



FIRE INSPECTOR I

NFPA 1031

CREF # 09-2-INSPI-41

NEW HAMPSHIRE FIRE ACADEMY

Mailing Address:
38 Hazen Drive
Concord, NH
03305

Phone Numbers:
800-371-4503
603-271-2661

Fax:
603-271-1091

WHEN: March 20, 2009 through May 1, 2009

TIME: Fridays only
8:30 AM to 4:30 PM

WHERE: **NEW!...**
Teleconference Class with....
Nashua Fire Dept., 177 Lake St. in Nashua, NH
and
Manchester Fire Dept., 100 Merrimack St. in Manchester.
(Specify location preference on application.)

COST: \$100.00 for NH Municipal Fire Dept. members
\$495.00 for non-members

PREREQUISITES: 18 years of age at time of registration

- REGISTRATION:
- General Admission Application found at:
<http://www.nh.gov/safety/divisions/fstems/forms.html>
 - Only complete applications will be accepted in Person, by Mail, or by Fax.
 - Check or Money Order (payable to NHFSTEMS) must accompany the application OR...
 - Credit Card number, Chief's Signature or billing authorization must be indicated on the application.
 - Applications will be accepted by the following criteria:
 1. 1st come, 1st serve for NH-affiliated applicants
 2. 1st come, 1st serve for non-affiliated NH residents
 3. 1st come, 1st serve for out-of-state applicants.

MAXIMUM CLASS SIZE IS 24 STUDENTS.

*Applications will be accepted from Tuesday, January 20, 2009 at 8:00 AM
through Friday, February 20, 2009 at 4:00 PM.*

Visit the web at: <http://www.nh.gov/safety/divisions/fstems>

James A. Burkush
Chief of Department



City of Manchester
Fire Department
Fire Prevention Bureau

February 4, 2009

Public Building Services
Attn: Barbara Connor
270 Clay St.
Manchester, NH

Re: Fire Station Inspections

Dear Ms. Connor,

Fire/life safety inspections of the facilities noted above were recently conducted. The inspections revealed the following International Fire Code deficiencies (2006 edition):

Head Quarters @ 100 Merrimack St.

- The computer server room automatic suppression system must be inspected / serviced / tagged.
- The deficiencies noted commercial kitchen suppression system inspection report must be addressed.
- The commercial kitchen hood / duct must be professionally cleaned and tagged.

Maintenance Shop @ 777 Bridge St. Extension

- The roof ice creating a serious safety hazard must be addressed.

Station 2 @ 525 So. Main St.

- The commercial kitchen suppression system must be inspected / serviced / tagged.
- The commercial kitchen hood / duct must be professionally cleaned and tagged.
- Any fire door not working must be repaired.

Station 3 @ 2033 So. Willow St.

- Any fire door not working must be repaired.
- The exit signs and emergency lighting not working must be repaired.

Station 5 @ 44 Webster St.

- The roof ice creating a serious safety hazard must be addressed.

Station 6 @ 134 Amory St.

- The exit signs and emergency lighting not working must be repaired.

Station 7 @ 679 Somerville St. Manchester, NH

- The automatic sprinkler system jockey pump must be repaired.
- The deficiencies noted commercial kitchen suppression system inspection report must be addressed.
- The commercial kitchen hood / duct must be professionally cleaned and tagged.
- The fire extinguishers must be inspected / serviced / tagged.
- The damaged stairs treads and sheet rock in the basement level must be repaired.
- All regular lighting not working must be repaired / replaced.

Station 8 @ 250 East Industrial Park Dr.

- The commercial kitchen hood / duct must be professionally cleaned and tagged.
- Any fire door not working must be repaired.

Station 9 @ 525 Calef Rd.

- The trouble signals in the fire alarm control panel must be addressed.

Station 10

- Automatic sprinkler system protection must be added under the apparatus doors as noted in the system inspection report.
- The exit door in the dormitory must be repaired. It must open easily in the event of an emergency.

If you have any questions regarding this or any other matter, please contact Inspector Paul Allard at the Fire Prevention Bureau.

Yours in Fire Safety,

Senior Inspector Paul Allard, CFEI
Fire Prevention Bureau

Commission Meeting
February 10, 2009
Fire Prevention Bureau Report - January - 04

Seminars:

Heating appliance seminar, Boston Mass. January 22
Chief grant writing seminar, Londonderry NH. January 28 and 29

Preparation for and follow-up to meetings with:

Nick Campasano & Kris Soderberg: Out of hospital care reports; Guidance for release of information from our office to those requesting fire reports.

Tami Eckardt: Sheehan Phinney Bass & Green; 2 meetings regarding evacuation concerns along with elevator issues that, as of the time of this report, continue to remain unresolved.

1800 Elm St.; Meeting with building representative regarding change in tenants and related life safety upgrades to property.

Meeting with the joint committee on buildings and schools. Questions regarding school inspections and the reports generated from those inspections. Specifics included a research request to prioritize projects based on importance.

Retired Mens association on January 20th at the Catholic Medical Center prime time facility on MacGregor Street.

Meeting with Fire Prevention Committee January 14; 08:00.

Meeting with Angela Sullivan of CARGEX management regarding the facility at 175 Ammon Drive.

Vacant and Abandon Buildings Report:

Please find enclosed correspondence with Mike Cady regarding information entry to CAD dispatch system.

To: Mike Cady

From: Ed O'Reilly

Re: Vacant and Abandon Properties

Please be advised of our vacant and abandon property data base program through this office. As we have discussed, there will be nothing in CAD that will identify a hazardous property with specific hazards due to the ever changing status. In other words, no common hazard applies to all properties as these buildings change in owners and tenants. However, the properties marked with the placard 'X' and have the appearance of permanency or at the very least, long term status as an 'X' placarded property will be entered into our CAD system as caution notes for the time being. This office will set up a schedule of re-visits for these CAD entry properties to determine if this status continues as appropriate. If the status were to change to an upgrade, the only action needed would be the removal from CAD caution notes. Right now we have about 14 or so 'X' properties, so this would not be a big maintenance issue. Our idea currently is to advise the responders that they are working a property where the level of interior hazard is very high. Units on the scene would then make judgments in approach and management of the call. The revisits from this office would be at a regular frequency so that the information posted is current. Problems encountered in the past usually involved stale information retrieved from printout or computer screen and relied upon. Will e-mail changes to your attention.

Communications Division Fire Commission Briefing February, 2009

Next Listed Agent Class is April 8, 2009. We are taking applications at this time. Active Listed Agents are 637.

Approximately 16 fire alarm inspections have been conducted in the past month.

Approximately 42 work orders completed in the past month.

Radio Repair Report from 1/1/09- 1/31/09

Total Radios Repaired is 37. 00 Console/Base, 09 Mobile, 24 Portables, 04 Vehicles.

Updates:

Back up radio site

Wright Communications has been contracted for the connectivity of our Back up Radio Site. Most equipment has arrived and an installation schedule is being developed at this time.

A back up logging recorder was also purchased as part of the back up radio site package. The new recorder has the capability of recording all incoming business lines as well as all radio TAC channels. Wright Communications is in the process of installing this unit.

State Interoperability

Bedford Fire Department has finally received their Interoperability frequencies. We are in the final planning stages for reprogramming our Interoperability radios with these new frequencies along with updated freqs. from Litchfield and Amherst Fire Departments. This programming is being delayed now due to a frequency conflict with the State Police. We are still attempting to resolve this issue.

Select portable radios are being programmed to assist with communication issues with the Bedford Fire Department. All radios, mobile and portable will be programmed when the frequency issue is solved.

Pole licensing update

The pole licensing meetings continue with little progress. Due to the ice storm and the holidays, two meeting have already been postponed.

Fire Alarm Rules and Regulations

We are currently reviewing our rules and regulations and updating them as needed.